Approved For Release 2006/44/18-104A-RDP75-00399R000100070092-9 CONTROL NO. REPORTS INVENTORY 060 PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL 0F NARRATIVE REPORT OS Statistical Report MACHINE-NAME LISTING PERSONNEL TRAINING ADMIN. GENERAL SECURITY OTHER (specify) LOGISTICS 3. FUNCTIONAL AREA FINANCE MEDICAL 4. NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.) 6. DISTRIBUTION (No. of components not number of copies) 2 Monthly 8. ADP PROCESSING 9. DIRECTIVE AUTHORITY REQUIRING REPORT 7. FORMAT (memorandum, form computer print-out, etc) IF YES GIVE ADP PROCESSING NO. YES Memorandum DDS/OS Х NO II. FEEDER REPORTS (State total number and identify by Title, 10. PREPARING COMPONENT (include lowest level Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) EPD 17 12. COST FACTORS MANUAL PREPARATION AND REVIEW COSTS HOURS PER COST PER TIMES HOURLY COST PER YEAR GRADE PREPARED RATE REPORT REPORT 7.78 12 93.36 GS-07 3.89 2 1160.64 GS-13 8.06 12 96.72 12 11.00 11.00 12 132.00 GS-15 1 1/2 6.38 12 76.56 GS-16 12.76 44.28 3.69 GS-17 14.77 1/412 51.12 1/44.26 12 GS-18 17.07 (Continued Next Page) COSTS OF COMPUTER PRODUCED REPORTS TOTAL COSTS PER YEAR 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report with modifications has been made monthly since the early days of the Office of Security. It is a historical document of the activities and operations of the OS. It is used for budget preparations, special reports and for comparative purpose of work activities. FUTURE GOALS GOAL PROPOSED BY COMPONENT FOR THIS REPORT ESTIMATED SAVINGS **DOLLARS** MAN-HOURS OTHER (explain) RETAIN AS IS CHANGE 2**5**X1 DISCONT INUE 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 18. EXTENSION 16. DATE OF INVENTORY Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070092-9 25X1 5 October 1970

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